

T/V/W-2  
27 November 1964

## CODIB BIOGRAPHIC TASK TEAM V

### Terms of Reference

#### A. OBJECTIVE

To identify means for improving the storage, retrieval and exchange of information from the major name files and related data files in the Intelligence Community.

#### B. FACT FINDING

25X1B

1. Identify those large (e.g., [REDACTED] biographic indexes in the Government which are routinely consulted by intelligence agencies for their security or counter-intelligence content.

25X1B

2. Concurrently with the above, identify those large (e.g., [REDACTED] cards) biographic indexes routinely consulted by intelligence agencies for their foreign (positive) intelligence content.

3. Establish the following facts concerning each of the above.

a. Size: number of cards, type of cards, single or multiple reference.

b. Emphasis on types of personalities covered: e.g., percentage of foreign vs U.S. Citizens, scientists, military, political, Communist Party, Maritime, foreign intelligence services, agents, etc. This will include the "name finding" as well as the "name searching" activity.

c. Number of names searched daily: Percentage of positive and negative responses, depth of search on name variants.

d. Major users of indexes, proportion of requests from each.

e. Methods of communicating requests and responses: Forms, memoranda, teletape, transceiver, data phone; security classification of requests and responses.

f. Identifying data in conjunction with name normally included on index card.

g. General description of input, maintenance and search processing.

Group I  
Excluded from automatic  
downgrading and  
declassification.

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h. Current requirements for submission of requests.

i. Classification of the index.

4. Identify plans for mechanization of "name searching" activities (storage and search in a computer system).

5. Identify plan for mechanization of "name finding" activities. Determine if interagency problems exist in this area.

C. REVIEW

1. Examine costs, methodology and prospects for indexes now undergoing mechanization.

2. Identify basic problems to be faced and policy decisions to be reached by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatibility is required or highly desirable in name checking to obtain optimum speed, quality and economy in automating query and response.

D. RECOMMENDATIONS

Formulate recommendations for CODIB and USIB approval outlining policy objectives for the more expeditious exchange of biographic information in the Community, with generalized projections of cost, manpower and time required to meet these objectives. Include specific guidelines for agencies to follow in systems planning and development.

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